

VEPOA BOARD MEETING

December 1, 2022

Location: The meeting was at the Regional Water Authority in Moneta.

Attending: Eric Camplin, Gavin Hager, Karen Jeffery, Mark Thompson, Joseph Arthur, Bron Duncan, Phil Pierce and Bobby Carroll. Association Members Present: Geoff Orth, Pat Anziulewicz, Chris Dideon, Woody Lewis, Jennifer Thompson, Janine Camplin, Bob Richards, Blanca Gordon, Pat Berger, David Berger, Wade Najjum, James D White, Jo Sisson, Patricia Points, Mark Brown, Amy Glover, Al Higgins, Bob McIvor, Marcie McIvor and Dave Gillispie.

Meeting called to order: 7:04pm by Eric Camplin, President.

1. President remarks.
 - Meeting operations were reviewed. A major focus of the December meeting is the O&M Budget and Reserve Analysis. The board will address questions/comments during the new business section.
 - Thanks were given to the volunteers who participated in the semi-annual clean up of Hickory Cove and/or the lake frontage clean up around Village East.
2. Approval of minutes
 - Minutes from the previous Board Meeting of September 21, 2022 were reviewed prior to the meeting.

Motion to approve the Minutes – Mark Thompson, Second – Bron Duncan. Motion passed unanimously.

3. Approval of Special Meeting minutes
 - Minutes from the Special Executive Board Meeting of November 28, 2022 were reviewed prior to the meeting.

Motion to approve the Minutes – Mark Thompson, Second – Karen Jeffery. Motion passed unanimously.

Motion to approve the response to Mr. Najjum – Mark Thompson, Second – Gavin Hager. 7 ayes 1 opposed - Motion passed.

4. Vice-President's Report – Gavin Hager
 - The financial accounts were reconciled with no discrepancies noted.
 - Work on the setup of our new website is mostly completed. The website is very stable and documents are easy to add. Some photos have been added. Gavin requested photos, without faces for privacy purposes, showing usage of the amenities.
 - The Employee Dishonesty clause on our present insurance coverage was increased to cover the larger amount in the Reserve account and a quarter of our yearly dues. The additional cost was built into the O&M budget. Gavin also recommended increasing the coverage on the dock when the new floater is completed.
 - The request to approve an amendment to the By Laws related to penalties for noncompliance was moved to further discussion under New Business.
 - The VEPOA lawyer was requested to write a letter to a property owner who has cleared a

second lot without approval of the ARC. This is a second offense in spite of being told to request approval after clearing a first lot.

5. Treasurer's Report and 2022 Budget – Karen Jeffery, chair

- The Treasurer distributed financial reports to the board and reviewed each section. She thanked her finance committee members for their help reviewing requests from the committee chairs to build the 2023 O&M budget. Two additional Road Impact fees will be collected by years end. See attached documents for full report. (Enclosure 1)

Motion to move \$4000.00 road impact fees to Road Escrow in the Reserve account– Bron Duncan – Gavin Hager Second. Motion passed unanimously.

Motion to approve the Treasurer's report – Mark Thompson – Bron Duncan Second. Motion passed unanimously.

- Geoff Orth presented a comparison of like Property Owners' Amenities, including their Annual Dues. (Enclosure 2)
- The 2023 O&M Budget was presented for review. Overall funds for O&M expenses were increased by 2% due to anticipated increase in Administrative, Pool and Club House expenses. The budget allows for \$20,000.00 to be swept into the Reserve Account, along with a projected \$8,000.00 in unspent funds from the 2022 budget.
- A recommendation was made to increase the dues for Village North lot with house fees from \$400 to \$500. The increase will align those dues closer to dues for VEPOA lot with house owners.
- Fees collected for the boat storage lots are allocated to a specific fund.
- An updated Reserve Analysis was presented. Capital improvement projects for 2023 include replacing the floater on the dock and road repairs on Woodley and Little Creek. The Reserve analysis will be sent to members for comment. Changes will be incorporated as needed. The Reserve Analysis will be voted on electronically in January after any changes are made.
- The approved O&M budget will be sent electronically to members by the Communication Committee.

Motion to approve the O&M Budget as presented – Mark Thompson, Second – Bron Duncan. Motion passed unanimously.

6. Committee Reports

Architectural Committee – Joseph Arthur, chair

- There are currently 6 lots that are in the process of development. One lot has not yet paid the road impact fee, but the funds are expected shortly. Plans for homes under construction have been approved. One lot had trees removed without approval.

Pool Committee – Phil Pierce, chair

- The chair stated the amount allocated for new pool furniture in the 2023 O&M budget was not adequate due to increased prices. The Treasurer asked for a line item budget proposal for additional furniture purchases over and above the amount in the O&M budget. The additional funds for pool furniture would be built into the Reserve Account.
- The Pool chair suggested holding a training session for volunteers who agree to help monitor the pool. He was asked to form a committee to develop monitor guidelines.

- Suggestions have previously mentioned use of an electronic pass to keep unauthorized people out. The chair felt it would be useless as the door from the picnic area is open. He also felt it would be a good idea to have a separate color for passes used by rental home occupants.
- The VP mentioned updated rules need to be posted at the pool. It was also suggested that rental homes have a complete set of facility usage rules available in their home. The president asked for neighbors who have complaints regarding rental homes call him. He would take on the responsibility of calling the property management agency.
- Bob Richards recommended adding a rail to the concrete steps off Little Creek.

Grounds Committee – Mark Thompson, chair

- Stinnette Brothers Tree Service has begun trimming trees along the roads. The work began on Little Creek. They were given cost plus approval with a limit that can not be exceeded.
- An ash tree on the greenway to the boat dock off Little Creek has been removed as it was causing damage to the adjacent property owner.
- Stinnette Brothers Tree Service, in a separate contract than above, removed three trees behind the pool.
- Bartlett Tree Experts trimmed the trees and shrubs at the activity courts.

Roads Committee – Bron Duncan, chair

- Quotes were reviewed for repair for damage caused by tree roots on Little Creek and Woodley. The project has been funded in the 2023 Reserve Analysis for Capital Improvement.
- Plans are in place for snow removal as needed.

Communications Committee – Dave Horn, chair

- The President presented the report for the chair in his absence.
- Both the Village East Directory and email list need to be updated. The Board currently uses Mail Chimp to send out alerts, minutes and newsletters to members. Any member who is not currently on the list can add their name on the home page of the VEPOA website <https://villageeast.org/home>
- Dave Horn, Erica Martin and Eric Camplin have agreed to serve on a committee to update the lists.
- The new Go Daddy package has a function like Mail Chimp. It was recommended that we abandon Mail Chimp as it has had issues sending information to all members on the list. It should be an easy merge to update to the Go Daddy mail function.

7. Old Business

- Wade Najjum has been scheduled to review VEPOA financial records on 12/7.
- The dock repairs and changes to the floater are at a stand still until AEP grants approval.

8. New Business

- The secretary presented an Introduction Letter for the VEPOA disclosure packet. The letter will be accompanied by VEPOA governing documents and current financials. A suggestion was made to display all rules applicable to short term rentals in the rental home.
- Bob Richards, who has served as the chair of the Teller Committee for several years, has chosen to relinquish the duty. A replacement volunteer to head the committee will be needed.
- A committee to develop Monitor guidelines was reported on during the Pool Chair report.
- The VP recommended changes to the Complaint Procedure to comply with our status as falling under oversight by the Virginia Non Stock Corporation Act. This would require a change to our By-Laws. Having a complaint procedure is not required but remains prudent. Community

members present voiced a desire to be participants in the changes. A committee was formed. A Complaint procedure will remain on the website until final changes are completed.

- The Architectural chair suggested creating Standard Operating Procedures (SOP's) for member violations of the VEPOA By-Laws/Architectural Guidelines. Procedures are in place but there is no policy for imposing fines for violations. This would require a change to the By-Laws. The By-Laws currently have two sections that state how changes can be made. After discussion two committees were formed, one to propose SOP's and the other to address the conflicting language regarding changes to the By-Laws.
- The President suggested holding a Town Hall meeting open to all residents to review and educate on the governance of our POA. He was open to inviting the VEPOA attorney to speak to the group if residents felt it would be beneficial. No votes would take place at the meeting. Participants would be expected to remain open and civil. A member suggested having a second attorney present at the meeting. Questions were brought up as to whom should pay for the second attorney and whether it would open up a request for a third opinion if neither side was satisfied. The president urged all members to volunteer, either to run for a Board position, serve on a committee, or to provide manpower for the upkeep of our community.
- The floor was opened to member comments. Wade Najjum read parts of a letter he submitted to the board. The Board and Wade did not agree that all points presented were based on fact. In particular the Board hired a new attorney in January of 2022 to represent all members. He was chosen as he specialized in POA's, not to erode rights. The Board correctly elected the 2 vacant seats after the Annual Meeting. No volunteers to fill the position stepped forward until after the ballot was sent out. As required the ballot was sent out at least 25 days before the meeting. Wade was correct he was not allowed to view the financials within the expected time frame. This has been corrected as a meeting for review has been scheduled. Once again the President urged members to become involved. (Enclosure 3)
- Dave Berger delivered a signed petition requesting a special meeting to be called. The petition asked for discussion and a vote on five issues including removal of three Board members and a request for an independent audit of 3 years of VEPOA financial records. One request cannot be addressed as it does not follow the By-Laws. The President accepted the petition. The Board will send a written notice not less than ten nor more than fifty days before the date of the meeting to address the four issues.

9. Next Meeting

- The next meeting is scheduled for March 2, 2023 at 7:00pm. A reminder with the date, time and location will be sent prior to the meeting by the Communication chair.

10. Adjournment

- There being no further business, Mark Thompson moved to adjourn the meeting. Gavin Hager seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:20 pm.

Respectfully submitted,
Bobbye Carroll
Secretary